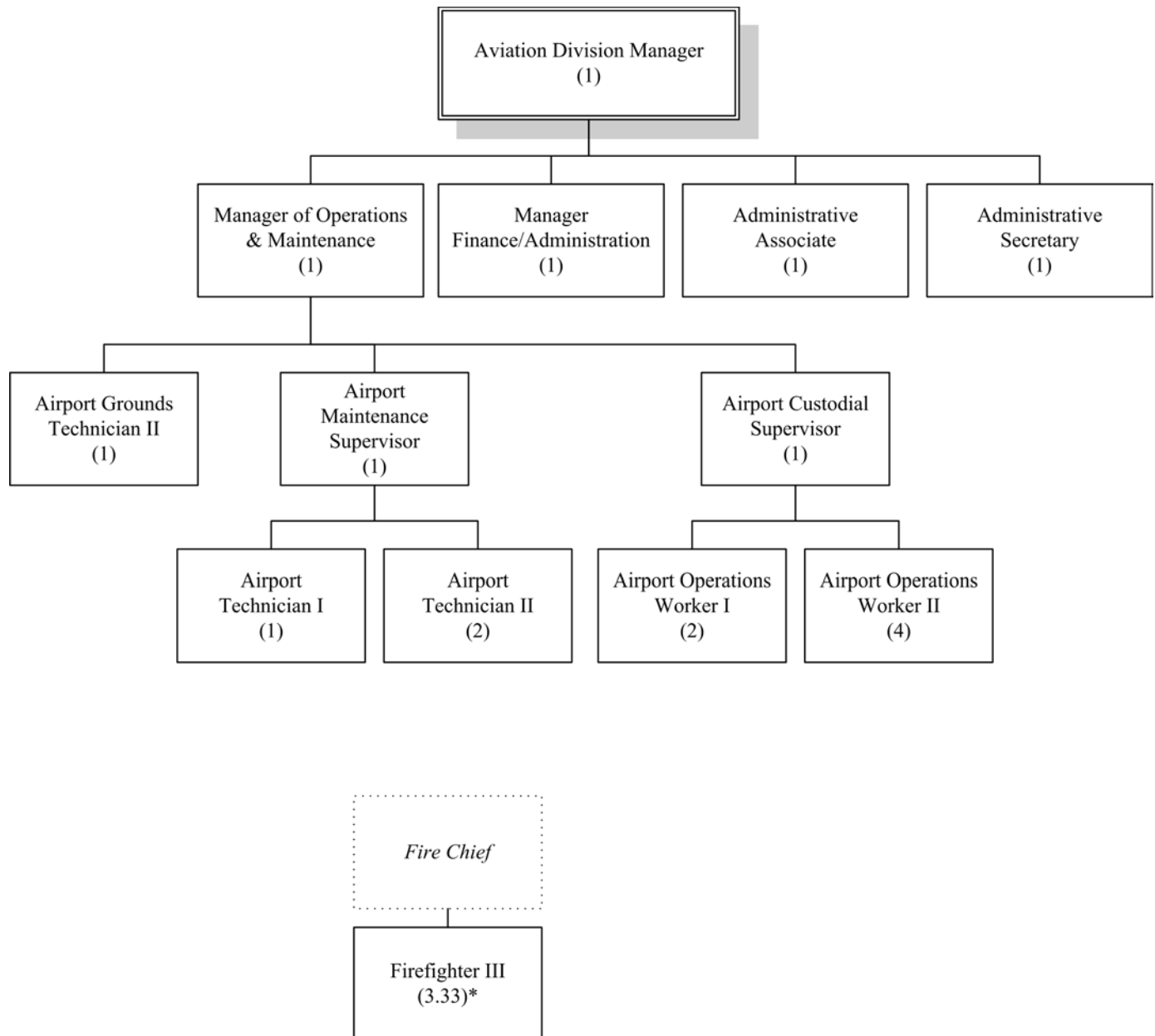




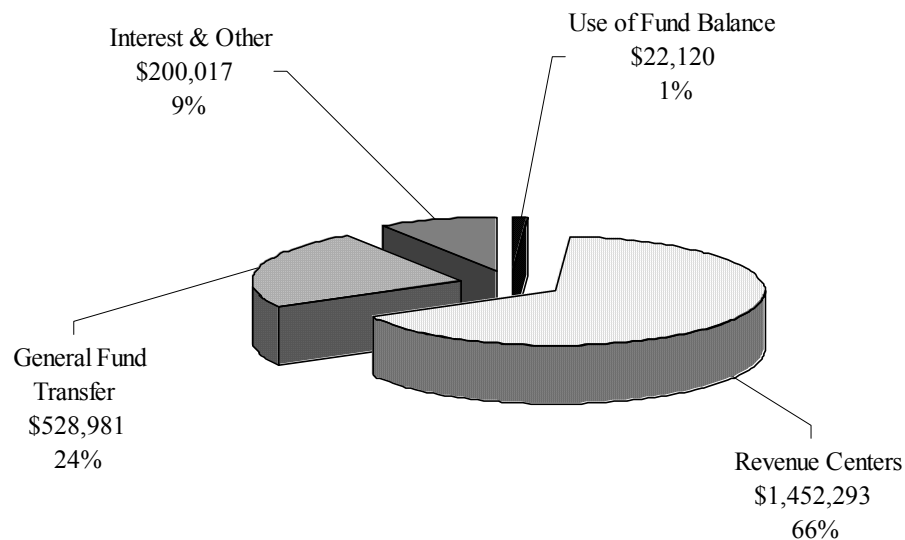
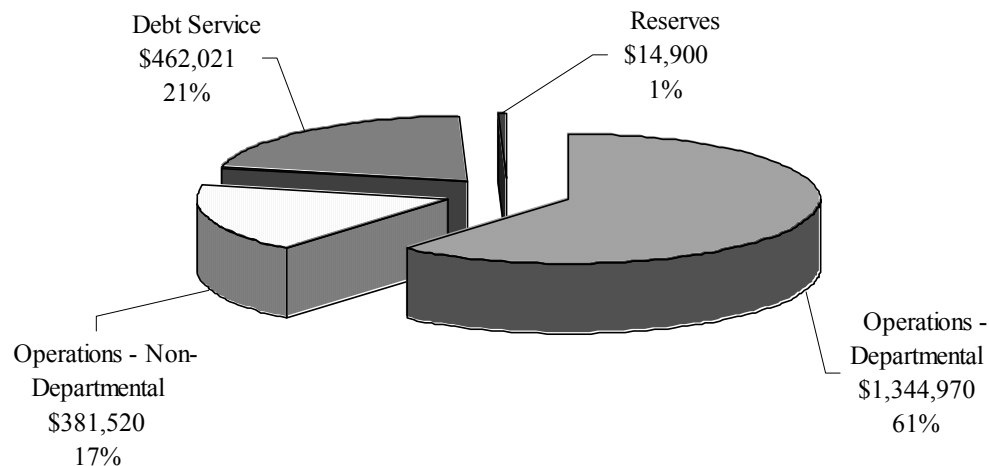
LYNCHBURG REGIONAL AIRPORT



\*.67 FTE Position assigned to Fire Department

**Lynchburg Regional Airport**

Lynchburg's Regional Airport is the main commercial-service airport serving the City and the surrounding four-county region. It is served by two airlines and carries 100,000 passengers a year. The airport is home base to about 60 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts with airlines and concessions. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed base operator that services private and business aircraft, and other concessionaires.

**FY 2005 REVENUES****\$2,203,411****FY 2005 EXPENDITURES****\$2,203,411**



## Airport Fund

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>FUND SUMMARY</b>					
<b>BEGINNING FUNDS</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$106,137</b>
<b>USE OF RESERVES</b>					
Encumbrances	\$43,989	\$0	\$145,351	\$0	\$0
Carryforwards	18,084	0	0	0	0
<b>TOTAL USE OF RESERVES</b>	<b>\$62,073</b>	<b>\$0</b>	<b>\$145,351</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES</b>					
Revenue Centers	\$1,392,618	\$1,378,969	\$1,378,969	\$1,447,419	\$1,452,293
General Fund Subsidy	577,933	630,962	528,981	572,100	528,981
Interest & Other	198,739	9,348	80,790	240,017	200,017
<b>TOTAL REVENUES</b>	<b>\$2,169,290</b>	<b>\$2,019,279</b>	<b>\$1,988,740</b>	<b>\$2,259,536</b>	<b>\$2,181,291</b>
<b>EXPENDITURES</b>					
Operations - Departmental	\$1,225,200	\$1,272,762	\$1,418,112	\$1,345,970	\$1,344,970
Operations - Non-Departmental	359,692	171,372	242,814	431,520	381,520
Debt Service	486,463	548,845	446,864	467,146	462,021
Reserve for Debt Service	14,655	15,100	15,100	14,900	14,900
Reserve for Maintenance	0	11,200	11,200	0	0
Encumbrances	145,351	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$2,231,361</b>	<b>\$2,019,279</b>	<b>\$2,134,090</b>	<b>\$2,259,536</b>	<b>\$2,203,411</b>
<b>ENDING FUND (UNDESIGNATED)</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$106,137</b>	<b>\$84,017</b>
<b>Key Ratios:</b>					
General Fund Subsidy as a % of Total Expenditures	26%	31%	25%	25%	24%



## Airport Fund

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>REVENUE SUMMARY</b>					
<b>REVENUE CENTERS</b>					
Airfield Revenue Center	\$114,539	\$131,500	\$131,500	\$131,500	\$131,500
Terminal Revenue Center	921,867	884,219	884,219	916,219	916,219
General Aviation Revenue Center	141,130	136,500	136,500	147,900	157,900
Other Airport Revenue Center	215,082	226,750	226,750	251,800	246,674
<b>TOTAL</b>	<b>\$1,392,618</b>	<b>\$1,378,969</b>	<b>\$1,378,969</b>	<b>\$1,447,419</b>	<b>\$1,452,293</b>
<b>TRANSFERS</b>					
Subsidy from General Fund	\$577,933	\$630,962	\$528,981	\$572,100	\$528,981
<b>TOTAL</b>	<b>\$577,933</b>	<b>\$630,962</b>	<b>\$528,981</b>	<b>\$572,100</b>	<b>\$528,981</b>
<b>INTEREST &amp; OTHER:</b>					
Interest	\$1,944	\$2,000	\$2,000	\$900	\$900
Charges for Services	6,378	7,348	7,348	10,000	10,000
State Airport Maintenance Aid	8,532	0	0	80,000	40,000
Federal Security Aid	179,502	0	71,442	148,117	148,117
All Other	2,383	0	0	1,000	1,000
<b>TOTAL</b>	<b>\$198,739</b>	<b>\$9,348</b>	<b>\$80,790</b>	<b>\$240,017</b>	<b>\$200,017</b>
<b>TOTAL REVENUES</b>	<b>\$2,169,290</b>	<b>\$2,019,279</b>	<b>\$1,988,740</b>	<b>\$2,259,536</b>	<b>\$2,181,291</b>



## Airport Fund

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>POSITION SUMMARY</b>					
City Funded	20.33	20.33	20.33	20.33	20.33
<b>Total FTE Positions</b>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>
<b>EXPENDITURE SUMMARY</b>					
<b>DEPARTMENTAL</b>					
<i>Salaries</i>	\$663,806	\$693,886	\$693,886	\$705,373	\$705,373
<i>Employee Benefits</i>	186,738	197,856	197,856	225,797	225,797
<i>Contractual Services</i>					
Maintenance and Repair	57,736	76,648	191,055	100,316	100,316
Professional Services	13,286	2,614	14,114	5,114	5,114
Temporary Personnel	0	0	3,531	0	0
Advertising and Public Relations	211	350	350	350	350
Miscellaneous Contractual Services	46,677	40,688	40,813	38,676	38,676
<i>Fleet Service Charges</i>	15,993	24,123	24,123	19,697	19,697
<i>Other Charges</i>					
Supplies and Materials	76,720	73,263	89,050	76,700	76,700
Utilities	147,140	139,737	139,737	146,681	146,681
Travel and Training	5,066	11,339	11,339	15,798	14,798
Telecommunications	6,043	6,658	6,658	5,620	5,620
Postage and Mailing	1,212	1,355	1,355	1,400	1,400
Dues and Memberships	1,999	1,060	1,060	1,868	1,868
Equipment Rental	2,573	3,185	3,185	2,580	2,580
<b>TOTAL</b>	<b>\$1,225,200</b>	<b>\$1,272,762</b>	<b>\$1,418,112</b>	<b>\$1,345,970</b>	<b>\$1,344,970</b>
<b>NON-DEPARTMENTAL</b>					
Security Costs (Federal Program)	\$165,526	\$0	\$71,442	\$148,117	\$148,117
Maintenance (State Program)	0	0	0	100,000	50,000
Indirect Cost Allocation	82,213	73,228	73,228	82,530	82,530
Independent Financial Audit	7,971	13,500	13,500	12,987	12,987
Uncollectible Accounts	11,000	2,000	2,000	2,000	2,000
Other Non-Departmental	22,422	7,712	7,712	8,576	8,576
Transfer to Capital Projects	45,000	25,000	25,000	25,000	25,000
Transfer to Risk Management	25,560	49,932	49,932	52,310	52,310
<b>TOTAL</b>	<b>\$359,692</b>	<b>\$171,372</b>	<b>\$242,814</b>	<b>\$431,520</b>	<b>\$381,520</b>
Debt Service	\$486,463	\$548,845	\$446,864	\$467,146	\$462,021
Reserve for Debt Service	14,655	15,100	15,100	14,900	14,900
Reserve for Maintenance	0	11,200	11,200	0	0
Encumbrances	145,351	0	0	0	0
<b>TOTAL</b>	<b>\$646,469</b>	<b>\$575,145</b>	<b>\$473,164</b>	<b>\$482,046</b>	<b>\$476,921</b>
<b>GRAND TOTAL</b>	<b>\$2,231,361</b>	<b>\$2,019,279</b>	<b>\$2,134,090</b>	<b>\$2,259,536</b>	<b>\$2,203,411</b>

**Airport Administration Operating Expenses**

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Amended FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>
<b>POSITION SUMMARY</b>					
City Funded	5	5	5	5	5
<b>Total FTE Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$207,816	\$208,240	\$208,240	\$211,289	\$211,289
<b>Employee Benefits</b>	55,316	56,408	56,408	64,596	64,596
<b>Contractual Services</b>					
Professional Services	13,170	2,500	14,000	5,000	5,000
Temporary Personnel	0	0	3,531	0	0
Advertising and Public Relations	118	250	250	250	250
Contractual Services	19,607	10,000	10,125	20,000	20,000
<b>Other Charges</b>					
Supplies and Materials	7,515	6,513	7,513	7,515	7,515
Utilities	0	0	0	0	0
Travel and Training	2,753	6,885	6,885	9,948	9,948
Telecommunications	2,701	3,480	3,480	2,650	2,650
Postage and Mailing	1,195	1,215	1,215	1,250	1,250
Dues and Memberships	1,999	1,060	1,060	1,868	1,868
<b>Rentals and Leases</b>	2,573	3,185	3,185	2,580	2,580
<b>TOTAL</b>	<b>\$314,763</b>	<b>\$299,736</b>	<b>\$315,892</b>	<b>\$326,946</b>	<b>\$326,946</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Administration budget of \$326,946 represents a 3.5% increase of \$11,054 as compared to the Amended FY 2004 budget of \$315,892.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$8,188 increase in Employee Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$10,000 increase in Contractual Services reflecting a return to fully budgeting the local match to an annual \$20,000 State Air Service Development grant.
- ◆ \$2,500 increase in Professional Services reflecting planned expenditures for periodic passenger surveys and rate studies.
- ◆ \$3,063 increase in Travel and Training reflecting additional training associated with airport security and airport fire and rescue administration.

The Department requested \$326,946.

All major items requested are proposed for funding.



## Airport Terminal Operating Expenses

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>POSITION SUMMARY</b>					
City Funded	8	8	8	8	8
<b>Total FTE Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$166,999	\$183,189	\$183,189	\$185,366	\$185,366
<b>Employee Benefits</b>	51,588	56,531	56,531	64,888	64,888
<b>Contractual Services</b>					
Maintenance and Repair	43,862	52,114	55,944	68,316	68,316
Professional Services	116	114	114	114	114
Advertising and Public Relations	93	100	100	100	100
Miscellaneous Contractual Services	10,854	23,838	23,838	11,786	11,786
<b>Internal Service Charges</b>	7,954	8,390	8,390	8,606	8,606
<b>Other Charges</b>					
Supplies and Materials	19,587	26,638	31,032	26,550	26,550
Utilities	92,312	90,500	90,500	94,500	94,500
Travel and Training	963	649	649	650	650
Telecommunications	184	408	408	200	200
Postage and Mailing	0	40	40	50	50
<b>TOTAL</b>	<b>\$394,512</b>	<b>\$442,511</b>	<b>\$450,735</b>	<b>\$461,126</b>	<b>\$461,126</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Terminal budget of \$461,126 represents a 2.3% increase of \$10,931 as compared to the Amended FY 2004 budget of \$450,735.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$8,357 increase in Employee Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$11,200 increase in Maintenance and Repairs reflecting anticipated expenses for the rental car facility which were previously budgeted as a Reserve for Maintenance.

The Department requested \$461,126.

All items requested are proposed for funding.

**Airfield Operating Expenses**

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Amended FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>
<b>POSITION SUMMARY</b>					
City Funded	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$105,888	\$112,553	\$112,553	\$112,528	\$112,528
<b>Employee Benefits</b>	27,923	30,159	30,159	34,014	34,014
<b>Contractual Services</b>					
Maintenance and Repair	5,550	10,772	120,849	11,250	11,250
Miscellaneous Contractual Services	6,836	2,850	2,850	2,890	2,890
<b>Fleet Service Charges</b>	8,039	15,733	15,733	11,091	11,091
<b>Other Charges</b>					
Supplies and Materials	47,257	21,862	32,255	24,360	24,360
Utilities	20,619	20,256	20,256	21,700	21,700
Travel and Training	50	1,355	1,355	1,400	1,400
Telecommunications	2,605	2,120	2,120	2,120	2,120
Postage and Mailing	17	100	100	100	100
Airport Maintenance	0	0	0	100,000	50,000
<b>TOTAL</b>	<b>\$224,784</b>	<b>\$217,760</b>	<b>\$338,230</b>	<b>\$321,453</b>	<b>\$271,453</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Airfield budget of \$271,453 represents a 19.7% decrease of \$66,777 as compared to the Amended FY 2004 budget of \$338,230.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$100,000 increase in Airport Maintenance (80% state reimbursable) reflecting anticipated availability of funds due to an improving State fiscal condition.
- ◆ \$3,855 increase in Employee Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.

The Department requested \$321,453.

Major items requested not proposed for funding include:

- ◆ \$50,000 reduction in Airport Maintenance.



**General Aviation Operating Expenses**

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>POSITION SUMMARY</b>					
City Funded	1	1	1	1	1
<b>Total FTE Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$22,594	\$22,602	\$22,602	\$22,624	\$22,624
<b>Employee Benefits</b>	6,933	7,661	7,661	8,731	8,731
<b>Contractual Services</b>					
Maintenance and Repair	0	0	0	2,000	2,000
Miscellaneous Contractual Services	8,131	1,200	1,200	1,200	1,200
<b>Other Charges</b>					
Supplies and Materials	1,447	1,650	1,650	1,650	1,650
Utilities	12,388	9,281	9,281	9,281	9,281
<b>TOTAL</b>	<b>\$51,493</b>	<b>\$42,394</b>	<b>\$42,394</b>	<b>\$45,486</b>	<b>\$45,486</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – General Aviation budget of \$45,486 represents a 7.3% increase of \$3,092 compared to the Amended FY 2004 budget of \$42,394.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$1,070 increase in Employee Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$2,000 increase in Maintenance and Repairs reflecting anticipated expenses for the new General Aviation Terminal.

The Department requested \$45,486.

All items requested are proposed for funding.

**Other Operations**

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>BUDGET SUMMARY</b>					
<b>Contractual Services</b>					
Maintenance and Repair	\$8,324	\$7,112	\$7,612	\$12,100	\$12,100
Miscellaneous Contractual Services	1,249	1,000	1,000	1,000	1,000
<b>Other Charges</b>					
Supplies and Materials	393	1,300	1,300	1,300	1,300
Utilities	21,821	19,700	19,700	21,200	21,200
<b>TOTAL</b>	<b>\$31,787</b>	<b>\$29,112</b>	<b>\$29,612</b>	<b>\$35,600</b>	<b>\$35,600</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Other Operations budget of \$35,600 represents a 20.2% increase of \$5,988 as compared to the Amended FY 2004 budget of \$29,612.

Significant changes introduced in the Requested FY 2005 budget include:

- ♦ \$4,988 increase in Maintenance and Repair reflecting anticipated increases in maintenance agreements for the aging airport control tower building.

The Department requested \$35,600.

All items requested are proposed for funding.

**Fire and Rescue Operating Expenses**

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Amended FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>
<b>POSITION SUMMARY</b>					
City Funded	3.33	3.33	3.33	3.33	3.33
<b>Total FTE Positions</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$160,509	\$160,302	\$160,302	\$166,566	\$166,566
<b>Employee Benefits</b>	44,978	46,562	46,562	53,033	53,033
<b>Contractual Services</b>					
Maintenance and Repair	0	650	650	650	650
<b>Other Charges</b>					
Supplies and Materials	521	3,050	3,050	3,075	3,075
Travel and Training	1,300	2,450	2,450	3,800	2,800
Telecommunications	553	650	650	650	650
<b>TOTAL</b>	<b>\$207,861</b>	<b>\$213,664</b>	<b>\$213,664</b>	<b>\$227,774</b>	<b>\$226,774</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Fire and Rescue budget of \$226,774 represents 6.1% increase of \$13,110 as compared to the Amended FY 2004 budget of \$213,664.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$6,006 increase in Salaries reflecting the addition of firefighter Holiday Pay to the Airport budget.
- ◆ \$6,472 increase in Employee Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.

The Department requested \$227,774.

Major items requested not proposed for funding include:

- ◆ \$1,000 reduction in Travel and Training.

**Safety (Law Enforcement) Operating Expense**

	<b>Actual FY 2003</b>	<b>Adopted FY 2004</b>	<b>Amended FY 2004</b>	<b>Department Requested FY 2005</b>	<b>Manager's Proposed FY 2005</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$151,035	\$0	\$60,790	\$137,591	\$137,591
<i>Employee Benefits</i>	14,491	0	4,652	10,526	10,526
<i>Contractual Services</i>	0	0	1,000	0	0
<i>Other Charges</i>					
Supplies and Materials	0	0	5,000	0	0
<b>TOTAL</b>	<b>\$165,526</b>	<b>\$0</b>	<b>\$71,442</b>	<b>\$148,117</b>	<b>\$148,117</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Safety (Law Enforcement) budget of \$148,117 represents a 107.3% increase of \$76,675 as compared to the Amended FY 2004 budget of \$71,442.

Significant changes introduced in the Requested FY 2005 budget include:

- ♦ \$148,117 increase (100% Federal reimbursable) in Salaries and Employee Benefits reflecting the maximum federal reimbursement in FY 2005 under a new agreement to provide law enforcement personnel at the airport.

The Department requested \$148,117.

All items requested are proposed for funding.

**Snow Removal Operating Expenses**

	Actual FY 2003	Adopted FY 2004	Amended FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$0	\$7,000	\$7,000	\$7,000	\$7,000
<b>Employee Benefits</b>	0	535	535	535	535
<b>Contractual Services</b>					
Maintenance and Repair	0	6,000	6,000	6,000	6,000
Miscellaneous Contractual Services	0	1,800	1,800	1,800	1,800
<b>Other Charges</b>					
Supplies and Materials	0	12,250	12,250	12,250	12,250
<b>TOTAL</b>	<b>\$0</b>	<b>\$27,585</b>	<b>\$27,585</b>	<b>\$27,585</b>	<b>\$27,585</b>

**Budget Description**

The Proposed FY 2005 Lynchburg Regional Airport – Snow Removal budget of \$27,585 represents no change as compared to the Amended FY 2004 budget.

No significant changes were introduced in the Requested FY 2005 budget.

The Department requested \$27,585.

All items requested are proposed for funding.



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